

**STATE OF GEORGIA
COUNTY OF FULTON
CITY OF SOUTH FULTON**

AMENDMENT TO ORDINANCE No. 2017-015

An Amendment introduced by Councilwoman Gilyard:

WHEREAS, the City of South Fulton ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, Section 4.15(1) of the City Charter authorizes the City Council to establish rules and regulations concerning the method of employee selection;

WHEREAS, Section 4.15(2) of the City Charter authorizes the City Council to establish rules and regulations concerning the administration of a position classification and pay plan;

WHEREAS, Section 4.15(5) of the City Charter authorizes the City Council to establish rules and regulations concerning notices as may be necessary to provide for adequate and systematic handling of personnel affairs;

An Amendment is hereby proposed as Ordinance No. 2017-015, Adoption of Personnel Ordinance and Amendment to Existing Ordinance No. 2017-003, to include as follows:

Sec. 1-6003. – Personnel Manual

The Human Resources Department shall prepare and submit to the City Manager a Personnel Manual. The City Manager shall present the proposed Personnel Manual to the City Council for review and adoption. In order for the Personnel Manual to be effective, it must be ratified by resolution of the City Council. Any material changes to the Personnel Manual must also be ratified by the City Council in the form of a resolution.

Sec. 1-6004.– Workforce Plan

At the time that the City Manager presents the proposed annual budget, he or she shall also present to the City Council the number of positions he or she is recommending for employment for the fiscal year. The City Manager must describe the duties of each City employee in a separate communication to the City Council, and the City Council may approve, by ordinance, ratification of the Personnel Manual, or by other means the job descriptions provided by the City Manager.

Sec. 1-6005.– Hiring

(a) Persons hired as City employees shall be interviewed by at least two City employees in the same industry as the applicant, and one of the interviewers shall be from the Human Resources Department, if possible.

(b) When the City Manager is considering hiring a department head, in addition to the requirements of Section 2-2002(s), the City Manager shall confirm that the proposed salary is consistent with the City pay scale and demonstrate to the City Council how the potential hire will impact the annual budget.

(c) Prior to extending any offer of employment to any person, the City Manager must confirm that the salary proposed is consistent with the pay scale adopted by the City Council.

The foregoing Amended Ordinance No. **Ord2017-015** adopted on **August 22, 2017** was offered by Councilmember **Gilyard**, who moved its approval. The motion was seconded by Councilmember **Gumbs**, and being put to a vote, the result was as follows:

“SECOND READING”

	AYE	NAY
William “Bill” Edwards, Mayor	_____	_____
Catherine Foster Rowell, Mayor Pro Tem	_____	_____√
Carmalitha Lizandra Gumbs	_____√	_____
Helen Zenobia Willis	_____	_____√
Gertrude Naeema Gilyard	_____√	_____
Rosie Jackson	_____√	_____
khalid kamau	_____√	_____
Mark Baker	_____	_____√


THIS AMENDMENT adopted this 22nd day of August 2017. **CITY OF SOUTH FULTON, GEORGIA**

"SECOND READING"



WILLIAM "BILL" EDWARDS, MAYOR

ATTEST:



MARK MASSEY, CITY CLERK



APPROVED AS TO FORM:



BRIAN LAKE, INTERIM CITY ATTORNEY